

**JOB OPPORTUNITY**  
**MASSACHUSETTS BOARD OF BAR EXAMINERS**

Suffolk County Courthouse  
3 Pemberton Square, Rm. 707  
Boston, MA 02108

**Position:** Program Coordinator – Testing & Operations  
**Range:** \$37,660 to \$47,930  
**Post Date:** October 2, 2006 to October 17, 2006  
**Hours per Week:** 37.5

All applicants are required to submit a resume with cover letter to Gwen Pruitt by the close of October 17, 2006, either by mail at the above address or fax 617-542-5943. When interviewed applicants will also be required to complete an Application for Employment at the Board's office.

**General Statement of Duties:** The Test and Operations Assistant is responsible for the procurement, training, payment and evaluation of all proctors assisting with the bar examination. In addition, this position will assist with all testing and grading functions and serve as back-up to the Fiscal Assistant. This position reports to the Test & Operations Supervisor.

**Core Duties and Responsibilities:**

1. Maintaining and updating Proctor Database (Access) and Proctor Files
2. Procuring, notifying and training exam supervisors and proctors
3. Preparing proctor & supervisor packets including updating of all forms
4. Overseeing proctor placement and attendance at exam
5. Updating evaluations of all proctors and proctor supervisors after each exam
6. Processing accurate payment to proctors and readers including resolution of any time discrepancies through the MMARS system
7. Ordering of all supplies for office and proctors
8. Assisting the Test and Operations Supervisor with all phases of testing and grading
9. Assisting with all phases of Computer Based Testing
10. Providing back-up coverage to the Fiscal Assistant. This will necessitate the learning of state accounting systems such as MMARS and HR/CMS
11. Screening a portion of the bar applications for compliance with Supreme Judicial Court Rules

**Requirements:**

1. Competence with Microsoft windows (Excel, Word, Access)
2. Ability to master the state's MMARS and HR/CMS and the Court's Forecourt systems
3. Ability to perform data input with accuracy and reasonable speed
4. Ability to maintain accurate records and perform reconcilements
5. Ability to take direction and follow complex oral and written instructions
6. Ability to work independently, take initiative and meet critical deadlines
7. Ability to establish and maintain harmonious working relationships
8. Ability to lift 20 to 30 lb. boxes
9. Ability to effectively communicate with: Members of the Court and Board, all levels of staff, readers, proctors and the public

**Qualifications:**

1. Bachelor's degree preferred
2. Knowledge and proven experience in data entry, use of a personal computer
3. Knowledge and proven experience with Microsoft Excel, Access and Word
4. Knowledge of state MMARS and HR/CMS, or accounting and payroll related software very helpful
5. Proven experience with verbal and written communications